

## BSP ADM POLICY

✈ Further to IATA resolution 850m, Jet Airways will issue ADM for reasons mentioned below:

- Non-compliance of fare rules/divergence from any principle
- Incorrect booking class
- Incorrect fare calculation
- Incorrect commission claimed
- Incorrect/commission of applicable taxes/surcharges/rebooking penalties/cancellation penalties
- Incorrect refund calculation
- Voiding of tickets is not permitted. These tickets would need to be refunded.
- ADM would be raised in case of Violations.
- Plating Error. Please refer to the link for further details.
- Credit card charge disputed by PAX resulting in chargeback from the card company
- As per IATA Reso 100 for constructions and combinations of fares-Most restrictive Rule applies.
- In the event a ticket is re-issued to a higher fare, the refund rules of the Original fare still apply irrespective of the refund rule specified on the re-issued fare.
- If the ticket has been paid for in cash, refund should be processed in cash only.
- If the ticket has been paid for by Credit /Debit card, refund will be processed in respective Credit/Debit card only. In case of violation-ADM will be raised.
- Improper CRS/GDS booking practices. Please refer Jet Airways GDS Booking Policy for further details - <https://www.9wagents.com/GDSBookingPolicy.aspx>.
- ADM will be raised for Form of Payment Violations for Sectors within India. As per general policy:
  - A. If the ticket has been paid for in cash ,we will refund amount in cash; and
  - B. If the ticket has been paid for by credit/Debit card the proceeds will be credited to the respective cards.
 In case of any Violations USD 50 will be levied per document.
- ADMs will only be submitted for processing through the BSP to adjust sales if issued within 9 months of final travel, or when the final travel date cannot be established, the expiry date of the document. For any charge due beyond this period, Jet Airways will agree with the Agent bilaterally the best settlement method & only submit an ADM through the BSP process if agreed in writing by the Agent. Jet Airways complies with local BSP procedures in providing Agents with a minimum period of notice, in order to review any ADM & dispute it.
- Jet Airways will endeavor to provide as much information as possible on an ADM to ensure it is specific in its detail about the reason a charge is being made.
- If Jet Airways rejects the dispute an explanation for the rejection will be sent to the Agent
- Jet Airways will levy admin charges to cover the cost of ADM issuance by Jet Airways.  
Enclosed please find Schedule Annexure1 detailing the same
- For India Market Admin Fee of 12% is applicable on ADM issued effective 1st March, 2018. Sale and refund effective 1-Mar-18. The 12 % fee will be calculated on the total value of the ADM. 18%GST will be added on the ADM value and on the 'Administrative Fee'.  
Enclosed please find Schedule Annexure2 detailing the same

### Annexure 1

Region	Countries	Codes	Amount	Remark
Africa	Botswana, Egypt, Kenya, Mauritius, Malawi, Tanzania, Uganda, South Africa, Zambia, Zimbabwe &	BW, EG, KE, MU, MW, TZ, UG, ZA, ZM, ZW & MZ	USD 17 (Equivalent in local currency at the time of issuance)	Effective for ADMs issued from 1st Sep'12
Asia Pacific	Australia, Indonesia, Cambodia, Macau, Malaysia, New Zealand, Philippines, Singapore, Thailand &	AU, ID, KH, MO, MY, NZ, PH, SG, TH & VN	USD 20 (Equivalent in local currency at the time of issuance)	Effective for tickets sold from 1st Sep'12
CHINA / JAPAN / TAIWAN / KOREA / HONG KONG	China, Japan, Taiwan, Korea & Hong Kong	CN, JP, TW, KR & HK	USD 32 (Equivalent in local currency at the time of issuance)	Effective for tickets sold from 1st Sep'12
Europe	Austria, Belgium, Bulgaria, Switzerland, Cyprus, Czech Republic, Germany, Denmark, Estonia, Spain, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Netherlands, Norway, Portugal, Romania, Sweden, Slovenia, Slovakia, Turkey,	AT, BE, BG, CH, CY, CZ, DE, DK, EE, ES, FI, FR, GR, HU, IS, IT, LV, LT, NL, NO, PT, RO, SE, SI, SK, TR,UA, RU&PL	15%	Effective for ADMs issued from 1st Sep'12
Middle East	UAE, Bahrain, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar & Saudi Arabia	AE, BH, IL, JO, KW, LB, OM, QA & SA	15%	Effective for ADMs issued from 1st Sep'12
SAARC (Excluding India)	Bangladesh, Sri Lanka & Nepal	BD, LK & NP	15%	Effective for ADMs issued from 1st Sep'12
UK & Ireland	Great Britain & Ireland	GB & IE	10%	Effective for ADMs issued from 1st Sep'12
US & CA	USA & Canada	US & CA	0%	No Admin fee

## Annexure 2

### EXAMPLES OF ADM ADMIN FEE

<b>Scenario 1 - Fare Under Collection + GST Applicable on Routing</b>	
Fare ADM	1000
K3 Say 5% (5 or 12 Based on Cabin)	50
<b>ADM Value</b>	<b>1050</b>
Admin Feee @ 12 %	126
GST on Admin Fee @ 18%	22.68
<b>Scenario 2 - Fare Under Collection + GST NOT Applicable on Routing</b>	
Fare ADM	1000
K3 Say 0%	0
<b>ADM Value</b>	<b>1000</b>
Admin Feee @ 12 %	120
GST on Admin Fee @ 18%	21.6
<b>Scenario 3 - Tax Under Collection + GST NOT Applicable on Routing</b>	
UDF	150
K3 Say 0%	0
<b>ADM Value</b>	<b>150</b>
Admin Feee @ 12 %	18
GST on Admin Fee @ 18%	3.24
<b>Scenario 4 - Tax Under Collection YQ + GST Applicable on Routing</b>	
YQ	450
K3 Say 5% (5 or 12 Based on Cabin)	5
<b>ADM Value</b>	<b>455</b>
Admin Feee @ 12 %	54.6
GST on Admin Fee @ 18%	9.828
<b>Scenario 5 - Commission Incorrect Claim</b>	
Commission	100
K3 Say 5% (5 or 12 Based on Cabin)	0
<b>ADM Value</b>	<b>100</b>
Admin Feee @ 12 %	12
GST on Admin Fee @ 18%	2.16